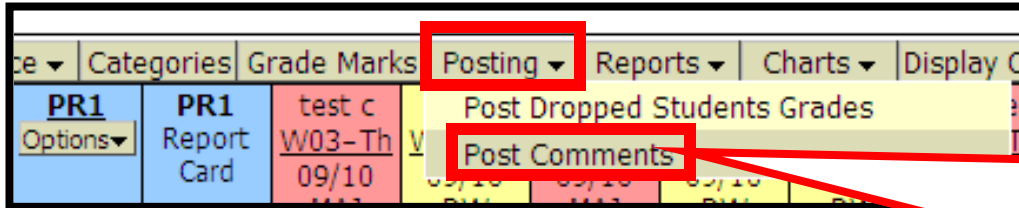


Adding Comments for Report Cards

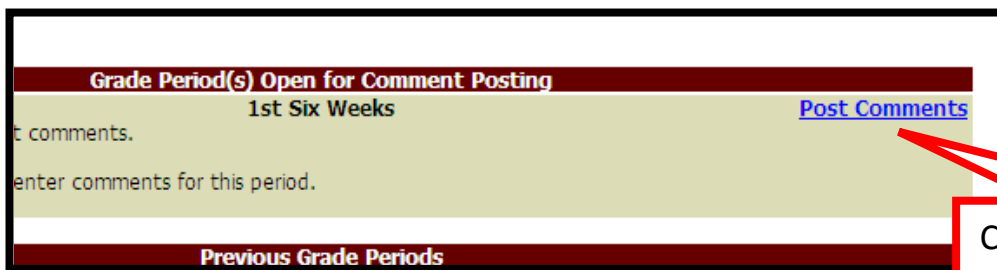
Note: These are the comments that show up on the student's progress report or report card.



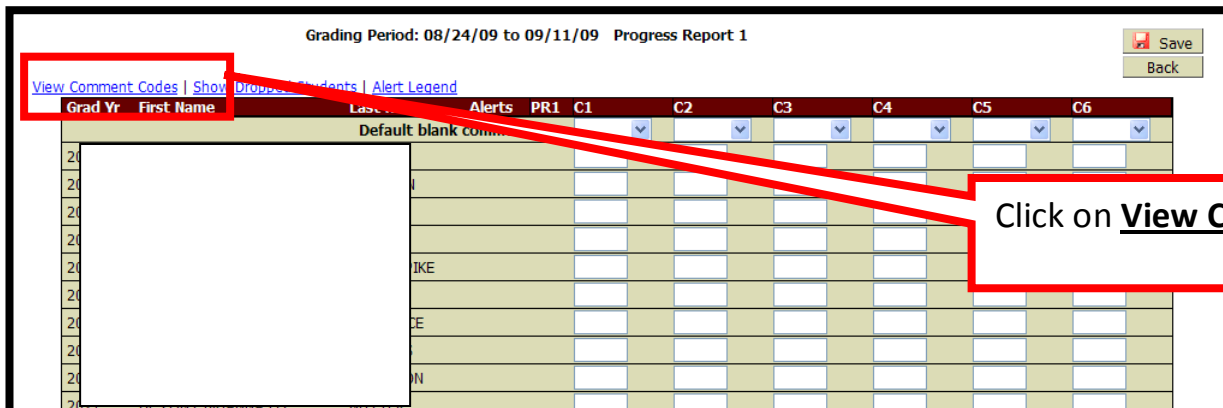
First, open one of your grade book classes.

From here, click on the **Posting drop down arrow**

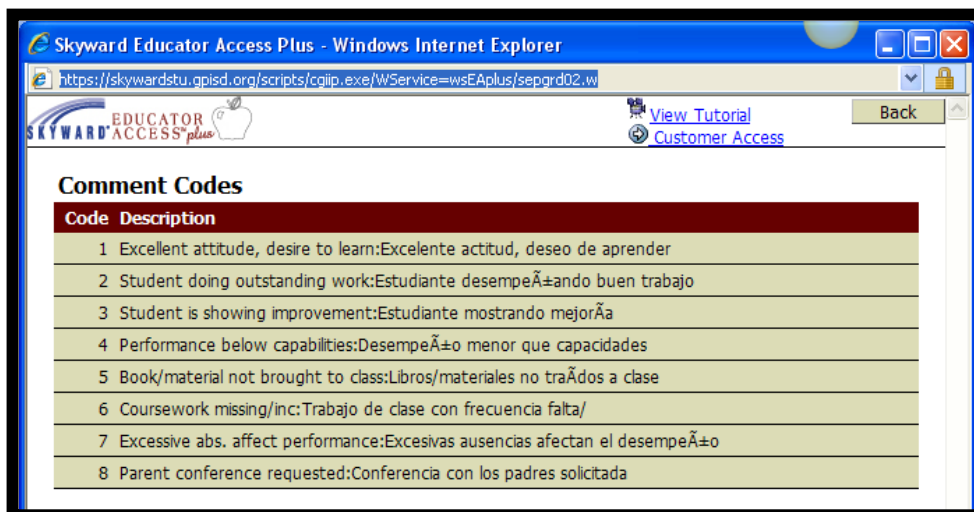
Choose **Post Comments**



Click on **Post Comments link**



Click on **View Comment Codes**



Note: You may want to print these since they don't stay up when you go to enter the Comment Number for a student.

Grading Period: 08/24/09 to 09/11/09Progress Report 1

[View Comment Codes](#) | [Show Dropped Students](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	PR1	C1	C2	C3	C4	C5	C6
Default blank comments to:					<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
202		Z								
202		AN								
202										
202		SPIKE								
202		NCE								
202		ES								
202										
202										

Save

Back

Make sure to click on **Save**.

Now enter the comment number next to each student's name

You could also set the default comment to be the same for all students if you choose.

Not likely you will want to do this, but you can.